NORTH AYRSHIRE COUNCIL

**COMMUNITIES DIRECTORATE (EDUCATION SERVICE)**

### CONFIGURATION OF 35 HOUR WEEK: SESSION 2022/2023

**SCHOOL: Irvine Royal Academy**

The 35 hour working week is comprised of three elements:

1. 22.5 hours maximum class contact.
2. 7.5 hours minimum personal allowance.
3. 5.0 hours remaining time.

*Agreed activities up to an annual maximum of 190 hours detailed below*:

|  |  |
| --- | --- |
| **Activity**(from) **Annex D** | **Time** **Allocation** |
| **Parents’ Evenings** (Face-to-face and Virtual) | 14 hours |
| **Meetings Department:** **Staff:** **ELT:** | 10 hours |
|  5 hours |
| 7 hours (*From Additional Time*) |
| **Tracking/Reports/Interventions/Attainment Analysis** | 40 hours |
| Union Meetings |  3 hours |
| **Assessment and Moderation** | 30 hours |
| **Curriculum Development and Working Groups** | 26 hours |
| **Digital Platform Preparation and Administration** | 30 hours |
| **Additional Time – Preparation/Correction/QA/PRD/P7 Open Evening** | 27 hours |
| **Flexibility** | 5 hours |
| **Total** | **190 hours** |
| Plus In-Service Days | 5 days |

**Head Teacher**: Linzie Sloan – 5/9/22

**School Union Representative**(**s**):

Dane Love – SSTA

Lorraine Clifford – EIS